

## ESSENTIAL FUNCTIONS DEVELOPMENT

The purpose of this work sheet is to help you conduct an informal job analysis. This process should be completed for each position and reviewed when duties change.

NAC 284.357 requires a hiring authority to provide candidates with a description of the essential functions. In addition, it states that an appointing authority shall consider the essential functions of the position when determining which candidate will be offered employment. Identification of essential functions is also necessary when determining which duties must be accommodated, unless this would cause an undue hardship.

Your analysis will include six factors required by NAC 284.356. For purposes of the Americans with Disabilities Act, a job analysis will be most helpful if it focuses on the results or outcome of a duty not solely on the way it is customarily performed.

### Materials Needed:

1. **The specific duties assigned to the position.** There are many good resources available which describe the duties of a position, such as up-to-date Work Performance Standards, NPD-19, Occupational Group Study - Position Description Questionnaire, and information gained from the current incumbent or previous incumbents.
2. **An Essential Functions Job Analysis grid (ADA-1).** An ADA-1 is included in this packet and is also available on the Department of Personnel's website at [www.state.nv.us/personnel/forms](http://www.state.nv.us/personnel/forms). If the position you are analyzing is assigned more than eight duties, you will need multiple copies of the ADA-1 form.

Once you have collected the above items, you are ready to conduct an Essential Functions Job Analysis.

### Steps to Follow:

1. List and number all duties assigned to the position. (Reminder: Duties are the large categories of work to be accomplished and may consist of multiple tasks. Each position typically consists of 5 to 15 duties.)
2. In the first column of the ADA-1 form, write the number of the duty next to the word "DUTY\_\_\_\_". There should be one row for each duty.
3. Evaluate the first duty in each of the six factor areas on the ADA-1 form. (Please see the attached Explanation of Essential Functions Job Analysis for clarification of factors and examples.)
4. Once you have completed the evaluation for each factor, analyze the responses cumulatively and determine if the duty is an essential function.
5. Repeat steps 3 and 4 for each duty.

Once you have evaluated all of the duties assigned to the position, you will be able to determine which duties are *essential* and which are considered *marginal*. This determination will play a key role when accommodating a qualified individual with a disability. For information regarding who is a qualified individual with a disability and the accommodation process, please refer to the [Overview: The Americans with Disabilities Act of 1990, Title I – Employment](#) provided by the Department of Personnel.

## EXPLANATION OF ESSENTIAL FUNCTIONS JOB ANALYSIS

### FACTORS TO CONSIDER:

1. **Did previous employees perform this duty?** This may be a new duty not previously assigned, or a duty that has always been assigned to this position. The first consideration is whether an employee in the position actually must perform the function.

For example: A job announcement or job description for a staff support position may state that typing is a function of the job. If, in fact, the employer has never or seldom required previous employees in that position to type, this may not be considered an essential function, unless the position has been re-structured.

2. **Would removing this duty fundamentally alter this position?** Once it has been determined that a person holding this position does perform the function, evaluate the effect of removing the duty from the position.

For example: The ability to type is an essential function for a word processor's job. Removing typing as a duty would fundamentally alter the job.

3. **Does this position exist to perform this duty?** What is the overall purpose of this job, and is this duty an integral part of accomplishing this purpose?  
For example: A person is hired as a "floating" supervisor to substitute when regular supervisors on day, night, and graveyard shifts are absent. The only reason this position exists is to have someone who can work on any of the three shifts in place of an absent supervisor. Therefore, the ability to work at any time of day is an essential function of the job.

4. **How many other employees are available to perform this duty?** A function may be considered essential based on the number of other employees available to perform that task or among whom the responsibility for the task can be distributed. With a small work force, the need to perform several tasks is more critical than with a larger staff, where work can usually be redistributed with less impact.

For example: It may be an essential function for a file clerk to answer the telephone if there are only three employees in a very busy office and each employee has to perform many different tasks.

5. **Is this duty so specialized that it requires a high degree of expertise?** This question addresses the level of expertise required to perform the duty. Some duties may require a particular licensure or registration. Others may require a number of years of experience in a specialized field in order to attain the necessary level of proficiency. The level of expertise required can be a determining factor when identifying essential functions.

For example: A person is hired to be an Accountant and is required to be licensed as a Certified Public Accountant (CPA). A duty which requires licensure as a CPA is an essential function of the job.

6. **Percent of time spent performing duty?** Typically those duties that comprise a substantial percentage of time are considered essential to the job. However, a duty that is performed infrequently may be essential because serious consequences would occur if it were not performed.

For example: A firefighter may only occasionally have to carry a heavy person from a burning building, but being able to perform this function would be essential to the firefighter's job.

### CONCLUSION:

**Is this an essential or marginal function?** Using the above information, determine whether the duty is an essential or marginal function.

# **ESSENTIAL FUNCTIONS JOB ANALYSIS**

Agency: \_\_\_\_\_

Budget Account Number: \_\_\_\_\_

Position Control Number: \_\_\_\_\_

DUTY NUMBER	FACTORS						CONCLUSION
	1. Did previous employees perform this duty?	2. Would removing this duty fundamentally alter this position?	3. Does this position exist to perform this duty?	4. How many other employees are available to perform this duty?	5. Is this duty so specialized that it requires a high degree of expertise or skill?	6. Percent of time spent performing duty?	Is this an essential or marginal function?
	YES / NO	YES / NO	YES / NO	NUMBER	YES / NO	TIME PERCENTAGE	ESSENTIAL / MARGINAL
DUTY ____							
DUTY ____							
DUTY ____							
DUTY ____							
DUTY ____							
DUTY ____							
DUTY ____							
DUTY ____							